

June 26, 2018 Council Meeting

The regular meeting of the Council of the City of Martinsville, Virginia was held on June 26, 2018 in Council Chambers, Municipal Building, at 7:30 PM with Mayor Gene Teague presiding. Council Members present included Gene Teague, Sharon Hodge, Jennifer Bowles Chad Martin and Kathy Lawson. Staff present included City Manager Leon Towarnicki, City Attorney Eric Monday, Assistant City Manager Wayne Knox, Clerk of Council Karen Roberts, Finance Director Linda Conover, Police Chief Eddie Cassady, Fire Chief Ted Anderson, Building Inspector Kris Bridges, and Community Development Susan McCulloch.

Mayor Teague called the meeting to order and advised Council would go into Closed Session beginning at 6:30PM. Council convened in Closed Session to discuss the following matters: (A) Appointments to boards and commission, as authorized by Subsection 1, and (B) Consultation with legal counsel and briefings by staff members, attorneys or consultants pertaining to actual or probable litigation, or other specific legal matters requiring the provision of legal advice by such counsel, as authorized by Subsection 7 and in accordance with section 2.1-344 (A) Code of Virginia (1950, and as amended) and upon a motion by Council Member Lawson, seconded by Council Member Hodge, with the following 5-0 recorded vote: Council Member Hodge, aye; Council Member Bowles, aye; Vice Mayor Martin, aye; Mayor Teague, aye; and Council Member Lawson, aye. Closed Session recessed. Mayor Teague explained that Item A under Closed Session would continue after regular session and no action was taken on Item B.

Following the Pledge to the American Flag and invocation by Mayor Teague, Teague welcomed everyone to the meeting.

Consider approval of minutes of April 23, 2018 Budget Work Session, April 24, 2018 Council Meeting, May 8, 2018 Council Meeting and May 21, 2018 Neighborhood Meeting – Council Member Lawson made a motion to approve all minutes as presented; Council Member Bowles seconded the motion with all council members voting in favor.

Consider approval of Consent Agenda – Council Member Lawson made a motion to approve the consent agenda as presented; Vice Mayor Martin seconded the motion with all Council Members voting in favor.

## June 26, 2018 Council Meeting

BUDGET ADDITIONS FOR 6/26/18					Capital Reserve Fund:				
ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT					
<b>FY18</b>					16101918	443701	State Grants - Tobacco Regional Opportunity Fund		35,000
<b>BUDGET ADDITIONS</b>					16582373	509192	TROF - Virginia Mirror	35,000	
<b>General Fund:</b>					Pass-thru grant funding				
01100904	441104	Fines/Forfeitures - E-Summons		3,428	16100905	416209	Sale of Surplus Equipment		6,734
01311085	506139	Police Dept - E-Summons Equipment	3,428		16575365	508080	Vehicles - Fire Dept.	6,734	
					GovDeals sale of '96 pickup truck				
01101918	443312	State Grants - JAG/LLEBG - Police Dept		5,571	<b>Total Capital Reserve Fund:</b>				
01102925	436103	Fed Grants - Byrne/JAG Program		50,714				<b>41,734</b>	<b>41,734</b>
01311085	506082	Police Dept - Byrne/JAG Program	56,285		<b>School Federal Programs Fund:</b>				
					20102926	401088	TTL1 A Improv Basic Program 18		1,065,560
01102926	405555	Federal Categorical - Brownfields Grant - EPA		14,922	86011100	561120	Instructional S & W	603,800	
01812247	503136	Brownfields - Professional Services - Consultant	14,922		86011100	562100	Social Security	46,235	
					86011100	562210	Retirement	103,385	
01102926	405556	Grant reimbursement			86011100	562300	Health Insurance	103,308	
01814248	403140	Federal Categorical - Appalachian Regional Commission	10,000		86011100	562400	Life Insurance	7,953	
					86011100	562520	Disability	403	
01102926	436425	Federal Categorical - DMV - Occupant Protection Grant		1,193	86011100	563000	Purchased Services	107,242	
01311085	501214	Police Dept - OT - DMV - OCCPRO	1,193		86011100	566013	Materials & Supplies	53,508	
01102926	436427	Federal Categorical - Org Crime/Drug Enforce Task Force		5,095	86012160	561120	Admin S & W	29,687	
01311085	501219	Police Dept - OT - OCDEF	5,095		86012160	562100	Social Security	2,227	
					86012160	562210	Retirement	4,400	
01100909	490137	Recovered Cost - Public Safety		1,470	86012160	562300	Health Insurance	3,045	
01311085	501200	Police Dept. - Overtime	781		86012160	562400	Life Insurance	346	
01311085	502100	Police Dept. - Social Security	48		86012160	562520	Disability	21	
01311085	502110	Police Dept. - Medicare	11		20102926	436778	TTL2A Teacher Quality 17		126,793
01217078	501200	Sheriff - Courts - Overtime	586		86111100	561120	Instructional S & W	110,000	
01217078	502100	Sheriff - Courts - Social Security	36		86111100	562100	Social Security	8,415	
01217078	502110	Sheriff - Courts - Medicare	8		86111100	563000	Purchased Services	7,013	
					86111100	566000	Materials & Supplies	1,365	
01102925	436142	Non-categorical Federal - US Marshals OT Grant		184	20102926	436586	TTL3A Language Acq 16		9,148
01311085	501200	Police Dept - Overtime	184		86311100	561120	Instructional S & W	1,400	
					86311100	562100	Social Security	97	
01102926	436410	Categorical Federal - Bulletproof Vest Grant		18,708	86311100	565503	Travel	7,027	
01311085	506126	Police Dept. - Body Armor/Tactical Vests	18,708		86311100	566013	Materials & Supplies	624	
					20102926	436878	TTL6BB Rural & Low Income 17		34,992
					86411310	561120	Instructional S & W	24,500	
<b>Total General Fund:</b>					86411310	562150	Social Security	1,878	
			<b>111,285</b>	<b>111,285</b>	86411310	562210	Retirement	7,670	
					86411310	562300	Health Insurance	176	

86411310	562400	Life Insurance	358	
86411310	566013	Materials & Supplies	410	
20102926	420608	TTL4 Support & Acad Enrichment		27,401
86811100	563000	Purchased Services	3,000	
86811100	566013	Materials & Supplies	24,401	
<b>Total School Federal Programs Fund:</b>			<b>1,263,894</b>	<b>1,263,894</b>

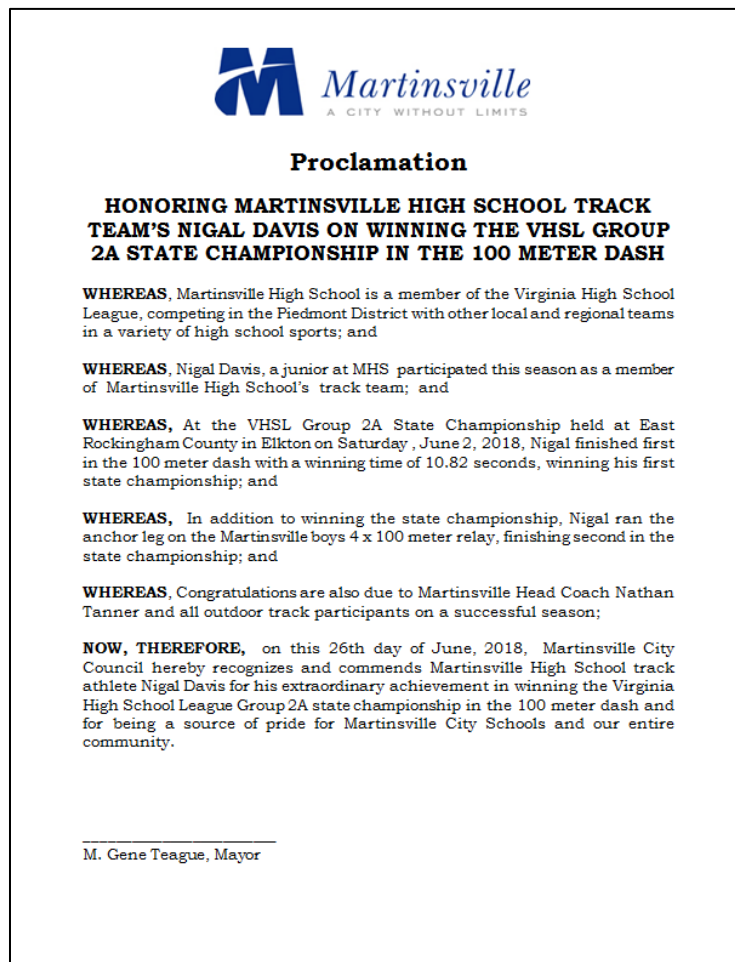
### Hear an overview of the June 25, 2018 Southside Neighborhood Tour and Meeting –

City Manager Towarnicki summarized the Neighborhood tour including properties and concerns that Council visited. At the meeting, concerns were raised about vacant properties, property maintenance concerns, speeding and littering concerns in certain areas, speeding buses, homeless people approaching residents, basketball goals in the street affecting traffic, parked vehicles, overgrown banks, tethered dogs and roaming dogs, drainage problems and flooding concerns. A resident expressed concern about someone knocking on her home late at night and another resident asked about City employee efficiency and the status of the burned sites on Aaron Street. Towarnicki explained that if an abandoned vehicle is in the front yard or visible from the street then residents should report concerns to the Inspections department. If the abandoned vehicle is parked in the street, the Police Department should be notified. Towarnicki confirmed that there are trackers on some City vehicles but not all to monitor their location and the time they sit idle. The employee manual and pay plan are both listed on the City website. Department supervisors continuously monitor employees and their efficiency when they work on projects. Over time it has been determined that City crews work more efficiently by working in crews of four to five employees, which at times and depending on the task, may appear to not be cost effective. Dr. Talley, School Superintendent referenced the

June 26, 2018 Council Meeting

reports of speeding school buses, stating that the buses have GPS and cameras. They found that the particular bus in question was speeding and was found to be traveling 7 miles per hour over the speed limit. He had a conference with drivers about the concern and asked residents to report any future problems or concerns relating to buses speeding directly to him.

Present a proclamation honoring Martinsville High School track and field athlete Nigal Davis for winning the Virginia High School League Group 2A State Championship in the 100 meter dash – Council Member Bowles read the proclamation which was presented to Mr. Davis. Davis said his goal is to win a second championship before he graduates. Coach Nathan Tanner said that Nigal is an asset to the school and to the community. He is a great student and athlete.



Consider setting a joint public hearing with the Planning Commission for Council's July 10, 2018 meeting to expand the City's Urban Development Area (UDA) to include the "West End UDA." - Susan McCulloch summarized the expansion of the Urban Development Area. Council Member Lawson made a motion to set the public hearing for July 10, 2018; Vice Mayor Martin seconded the motion with all Council Members voting in favor.



June 21, 2018

Mayor Gene Teague  
City of Martinsville  
55 W Church Street  
Martinsville, VA 24112

Dear Mayor Teague,

On Thursday, June 21, 2018 at 2 PM in Council Chambers, the Planning Commission reviewed the Urban Development Area Recommendations by Renaissance Planning Group. The Commission respectfully requests that Martinsville City Council conduct a Joint Public Hearing with Planning Commission during Council's regular meeting on Tuesday, July 10, 2018.

Thank you for your consideration.

Regards,

Joe Martin  
Chair, City of Martinsville Planning Commission

55 W Church Street • Martinsville, VA 24112 • PO Box 1112 • Martinsville, VA 24114 • 276/403-5156

## Martinsville, Virginia

### Urban Development Area Recommendations



**Prepared For:**

Martinsville, Virginia  
Supported by Virginia Department of Transportation OIPI UDA Grant Program

**Prepared By:**

Renaissance Planning Group  
June 15, 2018

### CONTENTS

INTRODUCTION .....	2
Purpose and Background .....	2
POLICY CONTEXT .....	2
Comprehensive Plan and Future Land Use .....	2
Existing Land Use and Zoning .....	3
Fayette Street "Complete Streets, Complete Community Plan" .....	5
Urban Development Areas .....	6
RECOMMENDATIONS: URBAN DEVELOPMENT AREAS AND ZONING .....	7
"West End" Urban Development Area: Proposed Comprehensive Plan Amendment .....	8

## INTRODUCTION

### Purpose and Background

The Commonwealth of Virginia defines urban development areas (UDA) as any area designated by a locality in their comprehensive plan for higher density development, incorporating the principles of Traditional Neighborhood Development (TND)<sup>1</sup>. These principles include walkable neighborhood centers, connected streets and blocks, a mix of land uses, and easy access to jobs by a variety of travel options. In 2011, Martinsville adopted two UDAs near the city's Uptown area.

With the support of a UDA grant from the Virginia Department of Transportation (VDOT), Martinsville is currently developing a "complete streets" plan for Fayette Street, one of the city's historical corridors and a gateway to the Uptown area. This memo considers the merit of amending current UDA designations in light of the Fayette Street plan, other studies (such as the Local Foods, Local Places Community Action Plan), and recent zoning changes, to support the city's desire for infill development and redevelopment, compact development, and complete streets. Options assessed for applicability included a "no change" scenario, adding a third UDA area in the West End, amending current UDA boundaries to match the boundaries of a traditional neighborhood development overlay (TND-O) recently incorporated into the city's zoning ordinance, and various combinations of these elements.

## POLICY CONTEXT

### Comprehensive Plan and Future Land Use

The City of Martinsville's first comprehensive plan was adopted in 1978. The most recent version was adopted in 2009; a 2011 amendment created the UDAs near the city's Uptown neighborhood. Both the 2009 update and 2011 amendment emphasize the city's desire for smart, cost-efficient growth that reflects the city's evolving demographics and economy. The comprehensive plan also discusses modifications to the Future Land Use Plan like the integration of a Mixed-Use District and Central Business District, in response to economic shifts away from manufacturing and industry to more diversified commercial and service-based uses. The stated goals of the city's mixed-use districts are to promote compact development principals and to reduce transportation dependency.

The city's trend toward an older population base led to the creation of a Residential Retirement District, consisting of small homes and villages in quiet neighborhoods with proximity to services and amenities. As noted, economic indicators attest to the decline in the manufacturing segment of the economy while showing growth in areas such as health, services, and professional sectors.

<sup>1</sup> Virginia Code, Section §15.2-2223.1

These indicators demonstrate a need for several distinct "Professional District" designations with a concurrent decrease in the number of manufacturing districts on the Future Land Use Map.

Planned development and transportation projects potentially impacting future land use planning include the construction of continued efforts for upgrades in Uptown Martinsville, a professional/commercial development and street widening project on Liberty Street, and the Fayette Street Complete Streets project. Consideration of future projects contributed to the decision to expand the Central Business District and designate the Liberty Street corridor as a Commercial corridor.

The West End portion of Fayette Street is designated as residential on Martinsville's current Future Land Use Map. The portion of the street assessed for this memo is not designated as a Commercial Corridor (Figure 1).

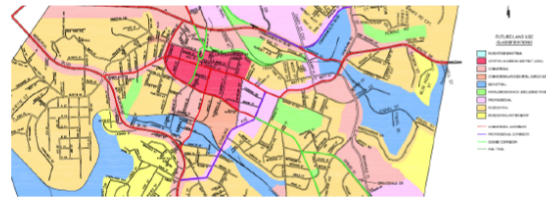


Figure 1: Future Land Use

### Existing Land Use and Zoning

#### Base Zoning Districts

Martinsville first adopted a zoning ordinance in 1964, and the most recent version of the ordinance was adopted in 2017. The city is divided into 10 different zoning categories according to land use, lot size, and business character.<sup>2</sup> Residential zoning districts include: R-E Estate Residential District (lowest allowable density); R-N Neighborhood Residential District (medium density); and City Residential District (highest density). A Transitional Residential District (R-T) exists to transition Martinsville's residential neighborhoods into areas of moderate-to-intensive land use. The R-T district is like a mixed-use district as it allows certain commercial or service-based uses such as health care, personal services, and professional office uses, that complement residential uses and promote an attractive neighborhood aesthetic.

<sup>2</sup>[http://www.martinsville-va.gov/content/martinsville-va/uploads/PDF/departments/a-g/community\\_development/comprehensive\\_plan/city\\_of\\_martinsville\\_comp\\_plan.pdf](http://www.martinsville-va.gov/content/martinsville-va/uploads/PDF/departments/a-g/community_development/comprehensive_plan/city_of_martinsville_comp_plan.pdf)

Martinsville's Neighborhood Commercial District (C-N) is designed for service, office, and retail activities serving surrounding residential neighborhoods and for commercial enterprises of small to moderate scale. This district acts as a transition between high-traffic, auto-oriented commercial corridors and Uptown's more walkable, urban character. The Uptown Business District (C-UB) is designed to support "revitalization, redevelopment and historic preservation while encouraging a balanced mix of uses."<sup>3</sup> The final commercial district defined is the Corridor Commercial District (C-C). The C-C District is auto-centric and intended for lower density, larger scale retail than the other commercial districts, and most parcels zoned C-C are found along major transportation corridors. The C-C District allows multifamily development but prohibits single family dwellings and other residential uses.

The 2017 zoning ordinance also establishes several economic development districts encouraging targeted growth, replacing the city's former manufacturing districts. These districts are: Economic Development District – Medical & Academic (ED-MA); Economic Development District – General (ED-G); and Economic Development District – Intensive (ED-I). Districts support large-scale institutional and/or industrial uses, but also work in tandem with overlay zones to provide flexibility for integrating additional uses in areas that may no longer be suitable for industrial uses.

#### Overlay Zones

Martinsville's zoning ordinance establishes several overlay zones, each with a specific purpose and character they are designed to support. The Traditional Neighborhood Development Overlay District (TND-O), adopted in 2017, supports the compact, mixed use development the city desires in Uptown and in the areas within the city's UDAs. As stated in the Martinsville's zoning ordinance the district is "intended to better define the mix, scale, character, form, and intensity of any given new development or redevelopment proposal than otherwise achievable under conventional zoning regulations." The TND-O district is delineated on the city's official zoning map (Figure 2).

<sup>3</sup> City of Martinsville Zoning Ordinance, XIV. C-UB, Uptown Business District, Section A.

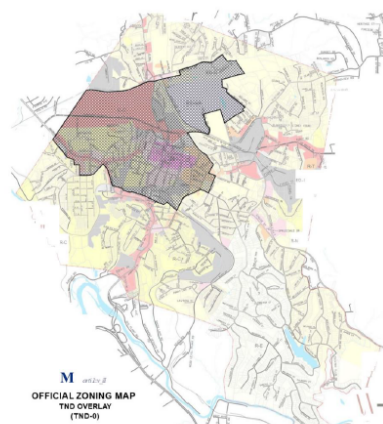


Figure 2: Traditional Neighborhood Design Overlay (TND-O)

### Fayette Street "Complete Streets, Complete Community Plan"

Martinsville desires to improve safety, transportation access, and quality of life for all residents. The 2018 Fayette Street "Complete Streets, Complete Community" plan applies Complete Streets principles to address the challenges faced by residents and businesses along the Fayette Street corridor, in the West End neighborhood. The plan assesses existing conditions, makes recommendations for improvements, and provides support and resources to pursue funding for implementation. The recommended improvements to Fayette Street resulted from a robust community engagement process, including residents, business owners, faith leaders, and city staff, who identified four project goals to guide interventions along Fayette Street:

All improvements to, and development along Fayette Street shall:

1. Provide a safe, comfortable and inviting environment for pedestrians, cyclists, drivers, and transit riders of all ages and abilities
2. Preserve and promote neighborhood history and character through wayfinding, gateway treatments and public art
3. Improve connectivity within the neighborhood and to the rest of the city
4. Support public health and promote economic development through vibrant, attractive streets



The recommendations within this memo are made with these goals in mind.

#### Urban Development Areas

Martinsville currently has two Urban Development Areas (UDA) described in the Uptown Martinsville - Urban Development Areas Comprehensive Plan Amendment and both adopted in 2011 (Figure 3). The first UDA is centered around a site known as the "Baldwin Block." The Baldwin Block UDA is 18 acres, containing both the Baldwin Block redevelopment site and other potential infill sites along Church and Market Streets.

Martinsville's second UDA is called "Sara Lee". This is a 23-acre site located south and east of Uptown, and is "the largest contiguous infill, redevelopment, or adaptive reuse site in the Uptown area."<sup>4</sup> The city would like to see this area become a walkable companion neighborhood to Uptown, providing residents with a variety of housing options, services, and retail experiences.

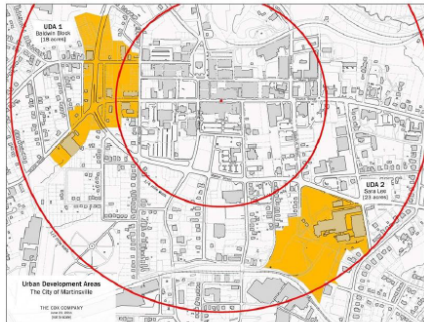


Figure 3: Martinsville Urban Development Areas

<sup>4</sup> Uptown Martinsville - Urban Development Areas Comprehensive Plan Amendment, Draft dated July 14, 2011, page 14.

## RECOMMENDATIONS: URBAN DEVELOPMENT AREAS AND ZONING

Currently, neither the TND-O nor a UDA capture the portion of Fayette Street included in the Fayette Street "Complete Streets, Complete Community" plan. To support the kind of development desired within this corridor, it is proposed that the city designate a third UDA - "West End" and extend the TND-O district to cover all the area contained within the new UDA. Figure 4 identifies both the area proposed as the West End UDA as well as the extension of the TND-O.

We recommend the following actions:

1. Amend the "Uptown Martinsville - Urban Development Areas Comprehensive Plan Amendment" to include the following:

- Purpose, designation, and description of a third UDA called "West End"

2. Amend the city's zoning map to extend the TND-O district to the southwest, to capture the entirety of the newly designated UDA.

The following pages contain guidance, draft language and other details for a comprehensive plan amendment and resolution.

### "West End" Urban Development Area: Proposed Comprehensive Plan Amendment

#### Purpose and Intent

The proposed West End Urban Development Area (UDA) is an area encompassing approximately 175 acres, and reflecting the areas considered within the Fayette Street "Complete Streets, Complete Community" plan. The boundaries chosen for this UDA generally extend 300 feet to either side of Fayette Street, from Roundabout Road in the west to Market Street in the east. Where possible, the boundary was extended to capture sites or city owned properties with high development potential. The Traditional Neighborhood Design Overlay (TND-O) district encompasses nearly all the proposed UDA area, except for a small portion in the southwest corner of the area, as drawn (Figure 4).

As reflected in city plans, policies, ordinances and studies, it is the desire of the City of Martinsville to support more compact and mixed development within the area covered by the TND-O and to support revitalization in the West End neighborhood, helping to restore this once thriving cultural and business hub for the city's African-American residents. Proposed improvements to Fayette Street could increase quality of life, improve health, increase access to jobs and essential services, and celebrate the strong history and cultural identity of the neighborhood. Given the desires of residents, the City of Martinsville, and the goals of the Commonwealth's UDA program, designating the West End neighborhood as a UDA is well-aligned with both policy and public opinion.

#### Draft Resolution

The City of Martinsville's adopted comprehensive plan ("comprehensive plan") emphasizes the city's desire for smart, cost-efficient growth reflecting evolving demographics and economy; and

Stated goals of the comprehensive plan are to promote compact development principals and to reduce transportation dependency.

The City of Martinsville has implemented several policy and zoning tools to support the desired patterns of growth, including the designation of two Urban Development Areas (UDA) and a Traditional Neighborhood Design Overlay (TND-O) District.

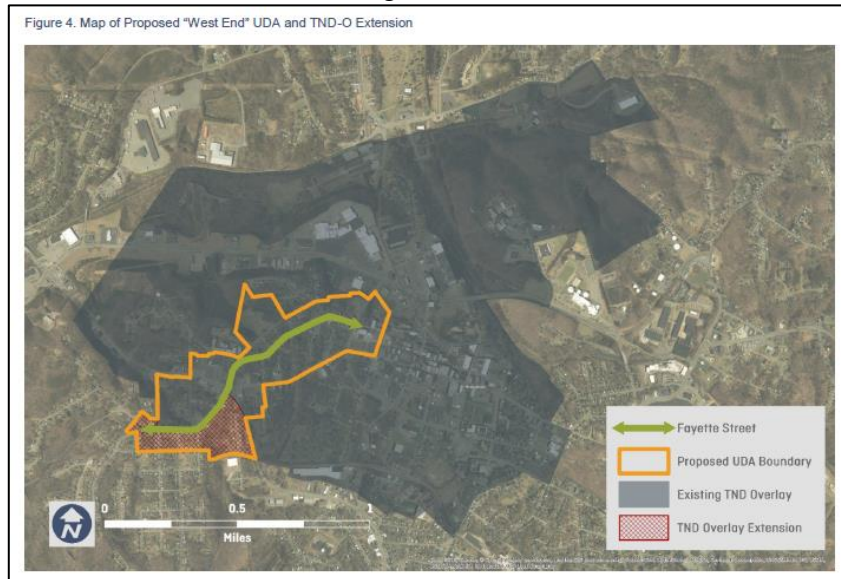
The City of Martinsville also desires to support the revitalization of the neighborhood referred to as the "West End," generally that portion of Fayette Street west of that street's intersection with Market Street.

However, the West End is currently contained neither within a UDA nor is the neighborhood designated for future mixed commercial and residential uses, limiting the growth potential of this neighborhood.

Further, the West End is currently described by residents as unsafe for pedestrian, bicycle, and other modes of transportation. The Fayette Street "Complete Streets, Complete Community" Plan, currently under development, recommends a comprehensive set of interventions to support

improved travel conditions along the Fayette Street corridor. The described West End UDA supports and enhances these interventions, stimulating the denser, more compact development needed to create a vibrant pedestrian realm.

To achieve these ends and more, the West End UDA, as bounded, illustrated, and described, is therefore adopted by resolution this \_\_\_ day of \_\_\_\_\_, 2018 by amendment to "Uptown Martinsville - Urban Development Areas Comprehensive Plan Amendment," dated 2011; as it amends the most recent adopted version of the City of Martinsville's Comprehensive Plan, dated 2009.



Consider approval of a Memorandum of Understanding with the Martinsville-Henry County Chamber of Commerce's Partnership for Economic Growth (C-PEG) for services related to efforts involving small business development in the City of Martinsville for FY19. – City Manager Towarnicki explained the need for the MOU approval and explained that Council is welcome to make additions or changes. Lisa Fultz provided a brief update on MURA, stating that the Farmer's Market has been a huge success; Saturday hours are 8:00am-12:00noon and Wednesday hours will begin soon. Fultz reminded residents that vendors can accept EBT cards and explained the program and process. They continue to look for vendors for Octoberfest. TGIF has begun with almost 400 attendees at the first event. The next events will be July 20 and August 17. Internally, CPEG has introduced Marty and Henrietta Dinosaur. The dinosaurs will be visiting local businesses to educate the public on stores and services in the area. July 10 will be a free customer service workshop from 9:00am-12:00pm. July 11 will be the mentor meeting; CPEG received a grant to help with establishing this formalized mentoring program. The Incubator is filled to 94% capacity. CPEG awarded almost \$30,000 in cash and in-kind awards to seven small business recipients. The Retail Strategies staff spent a full day in the community, meeting with 60 retail locations and restaurants, 70 commercial businesses and 70 developers. Council Member Lawson made a motion to approve the Memorandum of Understanding with CPEG; Council Member Bowles seconded the motion with all Council members voting in favor.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, (the "MOU") made and entered into this the 30th day of June, 2018 by and between the City of Martinsville, a municipal corporation created and existing under and by virtue of the laws of the State of Virginia (hereinafter referred to as "City"), party of the first part, and the Martinsville-Henry County Chamber of Commerce's Partnership for Economic Growth (C-PEG), party of the second part;

WITNESSETH:

THAT, WHEREAS the City of Martinsville desires to allocate resources toward small business development to include (but not limited to) recruitment, marketing, expanded technical support and services, incentive programs, etc., for the purpose of expanding the City's tax base, job creation, and increased business growth and activity in the Uptown and other commercial areas; and,

WHEREAS, C-PEG has agreed to contract with the City to provide those and related services for the FY19 fiscal year;

NOW, THEREFORE, in consideration of the mutual and respective covenants and agreements contained herein and made with respect to the performance of the services by C-PEG, the parties to this MOU hereby agree as follows:

1. Term – The term of this MOU shall cover a one (1) year period from July 1, 2018 through June 30, 2019. During and as part of the FY20 City budget deliberations, City Council and C-PEG will evaluate the results/success of the program and mutually agree regarding extension of the program for additional periods of time and/or any changes or modifications as may be needed in regard to the scope of work.
2. Payment – The City will compensate C-PEG for the services described in this MOU in the amount of \$60,000 for the FY19 fiscal year, payable in two installments of \$30,000 each in July, 2018 and January, 2019.
3. Council Updates - C-PEG will provide updates to City Council no less than on a quarterly basis, and more frequently if necessary to keep Council apprised of activities and efforts in regard to the execution of this MOU.
4. Scope of Work – The scope of work included under this MOU shall include at a minimum, the following:
  - a) CPEG will continue to explore ways to utilize the second-floor space of the incubator with a focus on partnerships.
  - b) CPEG will continue to maintain a comprehensive list of incentives currently available through the City, MURA, CPEG, EDC, and others; will evaluate how effective those incentives are in fostering new and expanded small business development; will evaluate incentives offered in other communities; and will provide recommendations/suggestions regarding changes that

might be beneficial. This information will be made available to businesses/prospective businesses, entrepreneurs, etc. as it currently exists in written and electronic format. Additional microloan funding will be sought as an additional benefit for businesses in Martinsville. CPEG will also continue to craft an aggressive incentive package for new businesses willing to locate in the City of Martinsville to include startup costs, utilities, telecom/MINET, staggered tax plan, etc. Efforts will be directed toward targeting selected "anchor" stores or businesses to complement what currently exists.

- c) CPEG will continue to research and create new activities and events other than those that currently exist for the Uptown area to help draw visitors/shoppers. CPEG will also discuss longer or altered hours for uptown merchants during such events. CPEG will continue to facilitate an uptown planning process to determine appropriate ways to target incentives to assist with the development of unused/underutilized properties. CPEG will continue with efforts to develop and grow new businesses, partnering with PHCC (and other groups as may be appropriate) for business development training. CPEG will also review prior retail strategy studies and make changes/additions/corrections to those studies to meet changing market conditions as well as to meet City needs and initiatives.
  - d) CPEG will continue to work diligently to reach out to small businesses within the city limits to make them aware of any opportunities to assist with business development. This includes bulk mail, phone calls, one-on-one meetings, email blasts as well as utilizing MGTV as a conduit to deliver these messages. CPEG will also provide data regarding city businesses, the opportunities available for them, how the information is communicated to small businesses, and how many have taken advantage of any such opportunities.
  - e) CPEG and the Chamber will continue providing mentoring assistance for small businesses in both the City and the County and will develop a process to assign or match a staff contact with individual cases to assist in navigating through small business development issues. This process will move to a more intensive level with efforts geared toward development of a one-stop-shop/start-up-in-a-day concept for communicating from start to finish what it takes to have a successful business in our community. This includes business plan assistance, financial planning, permitting issues, legal, business licensing, zoning, efforts to identify a suitable space for start-up, parking/loading/unloading, etc. C-PEG will also continue to follow up with businesses on a regular basis.
  - f) C-PEG will continue efforts related to the development and startup of new businesses, providing follow-up as needed with those businesses awarded grants to ensure maximum opportunity for success. C-PEG will continue discussions with those businesses not awarded grants, seeking opportunities for funding and/or other start-up assistance as may be available for those specific situations. C-PEG will also annually implement a "business launch program," expanding the footprint to include all commercial areas of the City.
5. Changes/Additions – During the execution of tasks related to this MOU, through frequent interaction between C-PEG, City Staff, and Council, there may be opportunities or need to refocus or redirect

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efforts. The City will provide assistance as needed in regard to information available through City records.

6. The City will maintain one seat on C-PEG's Board.

IN WITNESS WHEREOF, Martinsville City Council, party of the first part, has caused this MOU to be executed in its name by its City Manager; and C-PEG, party of the second part, has caused this MOU to be executed in its name by its Board President; this day and year first above written.

MARTINSVILLE CITY COUNCIL

C-PEG

BY: \_\_\_\_\_

BY: \_\_\_\_\_

City Manager

Board President

3

Hear an update on the status of efforts related to clean up, demolition, and remediation of the two burn sites on Aaron Street – City Manager Towarnicki explained there are two properties of concern – one which burned in 2014 and a second that burned in 2017.



June 26, 2018 Council Meeting

Community Development Wayne Knox detailed the Brownfield Grant for the first property that burned in 2014. Phase 1 is complete and Phase 2 is 50-60% complete. EPA should allow the City to do the remediation, demolition, contamination of soil study, debris removal and overall clean up of the site. Money is set aside to assess the second burn site and to apply for an additional Brownfield Grant and EPA funding. Knox explained that it could cost between \$350,000 to more than \$1 million to clean up both sites and get them qualified for the Brownfield grant. Towarnicki explained that the City also needs a plan for what will be done with the property after the clean up. Draper Aden is looking at the neighborhood, zoning, etc. to see what kind of project could be beneficial for those lots when completed. Council Member Lawson believes there is potential for recycling some of the debris from the sites. Towarnicki acknowledges that it's been four years since the first property burned but explained that the site was tied up in a fire investigation and litigation for a couple of years. He assures there is planning and efforts ongoing to get the sites cleaned up soon. The second site was also tied up in a fire investigation but has since been released and meetings have been held between staff and the property owners. The City has four options: 1. for the property owners to develop a code compliant demolition plan but after a year in, nothing has been done; 2. for the owners to allow access to the site for the Brownfield assessment program. This option has been offered to the owners but they have yet to authorize that access; 3. the City approaches the owners with a consent owner agreement, binding the owners to a specified timeframe with failure to comply resulting in penalties and other legal action; and 4. to pursue legal action to require owners to demolish the property. This fourth option is what Towarnicki recommends Council to approve. City Attorney Monday says he cannot file anything for access, that he will need to file for owner's full demolition of the property. The emergency safety work that was done at the site by the City is being billed to the property owners since they failed to have those concerns corrected. Mayor Teague wants to send a letter to both property owners to secure the sites. In relation to the 2017 burned site, Teague asked that before legal action is taken, a letter be sent to the property owner with a 30-day deadline to grant the City access to conduct a site assessment for the Brownfield grant. Council Member Hodge disagrees, stating that Council continuing to delay action is what causes frustration with the residents in that area. Hodge feels that Council should move forward with staff's recommendation without further delay. Teague feels that Council should work with property owners, being consistent to allow them the opportunity to correct the concerns themselves at the sites. The owners have been given every notice required by statute, numerous emails, meetings and phone calls but no formal letter was mailed. Formal correspondence was sent by the building inspector. Council Member Bowles prefers to give the property owner one more opportunity to take action before the City takes legal action. Monday asked Council if he would have the authority to file legal action immediately after the 30 days is over or will he be required to come back to

June 26, 2018 Council Meeting

Council for approval to file. Teague asked that the formal letter be sent, also asking both properties to be secured with fencing for both, and allow access to the property for Brownfield site inspection and if no response, then at the second July Council meeting the Council can vote to move forward with legal action. Council Member Lawson made a motion to accept the Mayors recommendation of a 30-day notice then proceed accordingly after that; Vice Mayor Martin seconded the motion with all in favor except Hodge. Motion carries 4-1.

Hear information from Building Inspections regarding demolition of structures within the City – Building Inspector Kris Bridges detailed a list of City structures that would most likely require demolition and how it was decided which properties are on the list while others are not. Bridges explained that his list was the top 10 and does not include the other 50 that could be demolished. About half of the property owners take care of the demolition when contacted, the other half is handled by the City when the owners refuse. It is in the best interest of the property owner to hire a contractor to demolish the home rather than pay a significantly higher price to allow the City to do it. Bridges explained that the cost to inspect the properties for asbestos could range between \$200-\$1,000 depending on the safety of the structure. Council Member Lawson questioned if there was an option to recycle debris from any of the properties. Bridges explained the structural instability would make that dangerous. Towarnicki explained that the public works staff would have to work the demolitions in between other required and necessary work. Lawson made a motion to proceed with the City Managers recommendation in regards to the 10 recommended properties to be demolished; Vice Mayor Martin seconded the motion with all Council Members voting in favor.

Business from the Floor – Ural Harris, 217 Stuart Street said there are still numerous complaints on the paving project and the condition of various City streets.

Comments by Members of City Council – Council Member Lawson thanked Vice Mayor Martin for organizing the Community picnic last Saturday at Baldwin Park which was very well attended. Lawson recognized Mickey Powell of the Martinsville Bulletin for his resignation; Powell asked her to relay his appreciation to the Council Members. The Martinsville Mustangs are having a good season and she asked residents to come out and support them. Council Member Bowles thanked staff for visiting the summer camp and providing motivation for the children. Verizon wireless has partnered with PHCC for a girls camp, which is free and includes a free iPad. New Heights Foundation has scholarships for upcoming college students; applications are due July 20. Vice Mayor Martin thanked everyone who helped with the Community Cookout, sharing that the children were able to paint positive messages on rocks which he handed out to Council Members, City Manager, Fire Chief Anderson and Police Chief Cassady. Mayor Teague thanked everyone for their participation in local events this past weekend. Congratulations to Vice Mayor Martin for making the cookout a success.

June 26, 2018 Council Meeting

Comments by City Manager – City Manager Towarnicki mentioned Mickey Powell again and relayed Powell's appreciation for Council. Mayor Teague suggested presenting Powell a proclamation. Towarnicki thanked Carrie Zimmer for her work on the flowerbed out front. The Municipal building will be closed July 4 for the holiday. The Martinsville Speedway Celebration will be July 3. Towarnicki thanked Ralph Lawson for the flags that are displayed throughout the City.

Mayor Teague explained that Council would recess back to Closed Session to complete the interviews for the school board vacancies.

At the end of the Closed Session meeting, Council returned to regular session. Each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the Session. A motion was made by Council Member Bowles; seconded by Vice Mayor Martin with the following 5-0 recorded vote in favor to return to Open Session: Council Member Bowles, aye; Mayor Teague, aye; Vice Mayor Martin, aye; Council Member Hodge, aye; and Council Member Lawson, aye.

Council Member Lawson made a motion to reappoint both Joan Montgomery and Sammy Redd to a 4-year term on the School Board ending June 30, 2022; Council Member Hodge seconded the motion with all Council voting in favor.

There being no further business, Council Member Hodge made a motion to adjourn the meeting; the motion was seconded by Vice Mayor Martin with all Council Members voting in favor. The meeting adjourned at 9:45pm.

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Karen Roberts  
Clerk of Council

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Gene Teague  
Mayor